

# **ADMINISTRATIVE SPECIALIST I - ADMIN**

FLSA Status – Non-Exempt

EEO Code – F/Office and Clerical

**Class Code – E612**

## **GENERAL DESCRIPTION OF THE DUTIES**

This position performs clerical and administrative work to assist the City Attorney and the Administrative Assistant / Human Resources Technician and to provide administrative back up to the City Prosecutor. The Administrative Specialist I provides a variety of routine administrative support functions, and customer assistance to the public. This is a confidential position.

## **SUPERVISION RECEIVED**

This position receives general supervision from the City Attorney and the Administrative Assistant / Human Resources Technician.

## **SUPERVISION EXERCISED**

Supervision is not a typical function assigned to this position.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Provides customer assistance to those seeking services by providing information, and referring individuals to others in departments as appropriate.
2. Assists in preparing communications, processing documents, filing, maintaining electronic and manual records, and verifying information.
3. Maintains legal files; designs and maintains cross-reference filing index and reminder systems.
4. Applies knowledge of City regulations and procedures in answering public inquiries.
5. Compiles and codifies ordinances. Prepares and coordinates dissemination of updates to the Municipal Code. Maintains and updates online versions of code utilizing various software programs.
6. Assists City Attorney in responding to public records requests.
7. Updates and maintains legal library.
8. Investigates facts of tort claims to assist City's insurance company in defense, and serves as a point of contact with insurance company for tort claims.
9. Processes and tracks invoices for payment.
10. Provides occasional back up services to Municipal Court staff.
11. Performs document preparation, filing, and mailings for Human Resources.

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12. Performs document preparation, filing, and mailings for City Council.
13. Assists with preparation of budget.
14. Modifies current forms and/or creates new forms.

## **OTHER JOB FUNCTIONS**

1. Maintains professional currency by participating in professional conferences and training.
2. Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES, AND OTHER**

### **Knowledge**

- General office practices and procedures.
- City and Department policies and procedures.
- Basic math.
- Basic business correspondence, including business English, spelling, grammar, and punctuation.
- Public relations techniques to work effectively with customers in person or by telephone.

### **Skills**

- Using office equipment such as personal computers, calculators, fax machines, postage machines, and copiers.
- Word processing and spreadsheet applications.
- Using multi-line phone system.
- Organizing and completing assigned staff work.
- Communicating effectively, professionally, and appropriately with others.
- Following policies and procedures; completing administrative tasks correctly and on time; organizing, coordinating, and managing documents and files effectively and without error.
- Striving to continuously build knowledge and skills; sharing expertise with others.
- Using techniques to maintain and secure confidential information; listening and asking for clarification; using a high degree of tact, discretion, and diplomacy in dealing with sensitive situations and with concerned or upset individuals; developing and maintaining effective working relationships with City officials,

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City staff, outside counsel, and the public using a high level of customer service skills.

- Consistently at work and on time; ensuring work responsibilities are covered when absent.
- Observing safety and security procedures.

## **Abilities**

- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Learn legal terminology encountered in the performance of work.
- Organize and maintain confidential legal and office files and calendars.
- Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, rules, and policies.
- Prepare clear, accurate, and concise records and reports.
- Type accurately and at a speed necessary to meet the requirements of the position.
- Operate a computer and word processing software and other standard office equipment, including Word, Excel, and Outlook.
- Handle multiple priorities.
- Maintain sensitive and confidential information.

## **Other**

- Excellent organizational skills
- Team player
- Attention to detail
- Creative approach to job management
- Initiative
- Good judgment
- Flexibility in dealing with people, deadlines, and projects
- Ability to draft, proofread, and track documentation

## **EDUCATION AND EXPERIENCE**

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would include a high school education and specialized training or experience in administrative work, preferably in a local government setting.

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## **PHYSICAL DEMANDS OF THE POSITION**

This position involves decision-making, interpersonal skills, teamwork, creativity, customer service, fluent English, use of discretion, basic math, and independent judgment. The person working in this position must be able to communicate, use repetitive motion of hands/wrists/fingers; and push, lift, pull, and carry 10 pounds. The work requires extensive computer work. The employee is regularly required to sit and occasionally required to stand, walk, and reach with hands and arms. Qualified individuals with a disability will be reasonably accommodated to perform the essential functions of this position.

## **WORKING CONDITIONS**

Work is performed primarily in an office environment. The noise level in the work environment is usually moderate.

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Department Director)

**Adopted By** \_\_\_\_\_ **Date** \_\_\_\_\_  
(City Manager)

**Established: 07/06**